

POLICE CADET

POSITION SUMMARY: This is a non-sworn, part-time position available to college students, eighteen years of age or older, whose studies are focused toward a career in law enforcement or related area of study. An employee in this position performs a variety of public safety non-sworn duties. The work requires strict adherence to departmental rules and regulations. Supervisors make assignments of specific tasks and indicate methods and procedures to be followed through either oral or written instructions.

SUPERVISION RECEIVED: Cadets report to the patrol division lieutenant who is assigned as the cadet program coordinator for general scheduling and work assignments. Thereafter, cadets receive daily work direction and orders from the supervisor (or their designee) in charge of the unit to which assigned.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide customer service. Specific examples include but are not limited to:
 - Receive complaints of minor criminal activity and complete written incident reports.
 - Process handgun permits and registrations.
 - Assist persons seeking the release of impounded vehicles.
 - Answer incoming telephone calls, respond to inquiries, and relay messages or redirect calls as appropriate.
 - Assist citizens by completing UD-10 accident forms.
 - Process bicycle licenses.
 - Process vacation house checks.
 - Perform local background checks.
 - Accept payments and provide receipts.
2. Complete general support specific to the department of public safety. Specific examples included but are not limited to:
 - Perform data entry and/or other related tasks at the direction of the records unit supervisor or their designee.
 - Run LEIN as appropriate to complete tasks and when requested by other departmental personnel.
 - Process sex offenders through Offender Watch.
 - Locate and retrieve incident, case, arrest, and crash reports as well as other documents as necessary.
 - Receive and deliver mail and packages.
 - Organize and maintain inventory of office and patrol supplies.
3. Provide PBTs per court orders.
4. Perform vehicle inspections for repair and report correction or customer requests.
5. Keep records and make reports as requested by the supervisor.
6. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. Completion of a standard high school or vocational school course and enrolled in a law enforcement or related program at an accredited college or university.
- B. Considered in good academic standing as defined by the college or university.
- C. Ability to obtain Law Enforcement Information Network (LEIN) certification.
- D. Demonstrate good powers of observation and have the ability to follow established procedures and carry out moderately complex instructions.
- E. Ability to work as a team and have a positive, congenial attitude.
- F. Ability to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies, and the public.
- G. Demonstrate skill in the use of office equipment and technology including computers, software programs, and case management systems such as Microsoft Office and LEIN. Ability to learn other programs as related to areas of responsibility as required.
- H. Ability to communicate effectively, prepare detailed and accurate reports, and to understand and follow instructions. Ability to present ideas orally and in writing for varied audiences.
- I. Ability to understand and follow oral and written instructions.
- J. Ability to assemble and present accurate records and reports.
- K. Ability to work up to twenty hours per week during the academic school year and up to thirty-eight hours per week during the spring and summer months.
- L. Possess a valid motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of moderate to considerate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in an office setting and in the parks. The noise level in the work environment ranges from noisy in the parks to quiet in the office. Circumstances may occur that are very strenuous and the employee may be exposed to uncontrollable environments and circumstances and all types of weather conditions. The employee is required to drive in inclement weather.